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17 OCT 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT : National Civil Service Career Service Award

1. I visited Mr. Jean Cotturier, Executive Secretary of the National Civil Service League, on Friday, 14 October. Mr. Cotturier knows I have worked in the CIA Public Service Award Program and we have had numerous discussions on the League's Awards Program. During our visit, I told him I was retiring this year and was particularly anxious to do what I could to ensure that we submitted a strong justification for our candidate for the 1967 League Award.

2. I said I was concerned that possibly we "let our candidate down" last year by not adequately describing his achievements -- a difficult thing to do because of security considerations. Mr. Cotturier assured me that our nominating document last year and those the Agency had submitted in the past were considered very good. He told me in confidence that our candidate last year was in the top group of fifteen who were considered in the final selection. (As you know, ten winners were picked and two were women.) In an "off-the-record" statement, he explained that factors other than accomplishments of candidates are considered in the final selection -- "passing around the honors", emphasis on selecting some winners who are working in the field outside of Washington, and representatives from minority groups. My conclusion from this discussion was that in his opinion the candidates from CIA and the Department of State have been for years the top contenders, but evidently the odds were against us last year.

3. He emphasized the fact that agencies should renominate good candidates. Our five winners in the past were selected the first time they were nominated, but many winners each year have made it on the second or third try.

4. The procedure for selecting winners is as follows:

The one-page summary on each nominee is reviewed by 40 members of the League. Mr. Cotturier and one other person read the entire nominating documents for all candidates. All

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candidates are ranked during this initial screening and then Mr. Courturier submits the nominating papers for the top group to the Selection Committee. I am sure that Mr. Courturier does not serve on the Selection Committee, but he is the "prime mover" in the initial screening and probably meets with the Selection Committee.

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5. *[redacted] to Mr Courturier*  
I suggested that a private briefing on our candidate would be helpful for us since we were limited in expounding on the specific achievements of our candidate. He agreed that this could be arranged. In view of the manner winners are selected, I would recommend that the Director send forward our nomination, and in a separate letter to Mr. Day ask that *the Agency* ~~CIA~~ be given the privilege of briefing an appropriate official of the League. This official would probably be Mr. Courturier who would be in a position to put forth the case of ~~the CIA~~ candidate in the final selection and to advise the Committee that if they needed more information, *the Agency* ~~a CIA~~ representative would brief them.

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